



Department of Human Resources
311 West Saratoga Street
Baltimore MD 21201

FIA ACTION TRANSMITTAL

Control Number: #02-73

Effective Date: UPON RECEIPT

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**TO: DIRECTORS, LOCAL DEPARTMENTS OF SOCIAL SERVICES
DEPUTY/ASSISTANT DIRECTORS FOR FAMILY INVESTMENT
DEPUTY/ASSISTANT DIRECTORS FOR SOCIAL SERVICES
FAMILY INVESTMENT SUPERVISORS AND ELIGIBILITY STAFF
FAMILY SERVICES SUPERVISORS
LOCAL HEALTH DEPARTMENTS
LOCAL GOVERNMENTAL ADDICTIONS AGENCIES
ADDICTION SUPERVISORS AND ADDICTION SPECIALISTS**

**FROM: CHARLES E. HENRY, EXECUTIVE DIRECTOR, FIA
LINDA E. MOUZON, EXECUTIVE DIRECTOR, SSA
PETER F. LUONGO, Ph.D., DIRECTOR, ADAA, DHMH**

**RE: CHANGES IN FIA SUBSTANCE ABUSE TREATMENT AND SERVICES (SATS)
PROGRAM: SANCTIONING POLICY, EMPLOYMENT NOTIFICATION
PROCEDURES, AND REFERRAL PROCESS TO FAMILY SERVICES**

**PROGRAMS AFFECTED: TEMPORARY CASH ASSISTANCE AND
FOOD STAMPS**

ORIGINATING OFFICE: OFFICE OF POLICY, RESEARCH AND SYSTEMS

SUMMARY: This action transmittal changes the **full family sanction** to an **individual sanction** when a Temporary Cash Assistance (TCA) recipient fails to sign the Consent For the Release of Confidential Alcohol and Drug Treatment Information (DHR/FIA 1176) form. Also included in this AT are:

- ◆ Notification procedures between the FIA Case Manager and Addictions Specialist when a customer becomes employed,
- ◆ Guidelines for maintaining communication among Family Investment, Family Services and the Addictions Specialist when the Addictions Specialist identifies an individual that has a substance abuse barrier (briefly discussed in AT # 01-29); and
- ◆ An updated listing of MCO/BHO Authorization/Notification Numbers for Substance Abuse Treatment Services (Attachment IV).

ACTION REQUIRED: The following procedures are effective upon receipt for all TCA adults and minor parents required to comply with FIP Substance Abuse Treatment and

Services (SATS) as identified in AT #01-29, as well as TCA and FS drug felon custodial parents identified in AT #02-05.

Change in Full Family Sanction

This Action Transmittal **changes the penalty** in AT # 01-29 **from a full family sanction to an individual sanction** when a **recipient** fails to sign the DHR/FIA 1176 consent form.

- The FIA Case Manager notifies the customer following existing conciliation and notification procedures. If the individual fails to comply by the end of the conciliation period, remove the individual's needs from the TCA grant for non-compliance with the specific substance abuse program requirement.

- For food stamps use appropriate phantom income:

When a household's federal, State or local means-tested public assistance benefit is reduced because a household member fails to perform an action required under the assistance program or for fraud, count the full money amount as "phantom income."

- Since the sanctioned individual remains a member of the TCA assistance unit, he/she remains eligible for Medical Assistance. Use appropriate codes to ensure automatic testing for continued Medical Assistance eligibility.

NOTE: Do not use the following CARES reason codes since they do not automatically test for continued MA coverage: **507, 555, 559, 571, and 572.**

CARES PROCEDURES: Follow the CARES procedures in AT# 01-29 for removing the individual's needs from the grant and add customer and program specific four lines of free form text, for example:

Ms. Wilson will no longer get Temporary Cash Assistance benefits because she did not sign the Consent form presented by Mr. James, the Addictions Specialist.

NOTE: This change in sanction policy refers to TCA **recipients** only. TCA adults and minor parents or drug felon custodial parents who fail or refuse to sign the DHR/FIA 1176 **at application**, are to be **denied** TCA and/or FS benefits.

Notification of Employment

The General Assembly requires statistical data on the effectiveness of the SATS program. One area of concern is whether customers who receive treatment are subsequently finding employment and becoming self-sufficient. This data is now a required element of the Addictions Specialists' monthly SATS report sent to FIA and the Alcohol and Drug Abuse Administration (ADAA). When a customer who is, or has been, in substance abuse treatment becomes employed the FIA Case Manager notifies the Addictions Specialist.

A. When the FIA Case Manager has information on employment. – When a customer who is currently in or has completed substance abuse treatment becomes employed, the FIA Case Manager notifies the Addictions Specialist of the individual's employment. The Case Manager:

- Completes a DHR/FIA 1177 form and indicates on the line for comments (# 11)
 - date employment began
 - name of employer
 - address of employer.

- Retains a copy in the customer's FIA case record.

The Addictions Specialist records the number of customers who are in treatment or have completed substance abuse treatment and are now employed on the ADAA/FIA Monthly SATS Report.

B. When employment information is reported to the Addictions Specialist. – The Addictions Specialist reminds the customer that he/she is required to notify the FIA Case Manager of the employment.

- The Addictions Specialist reminds the individual about personal responsibility and about the benefits of reporting:
 - Has to report earnings within 10 days after receipt of first paycheck.
 - The 60-month clock stops when an individual is employed.

- If the individual is still active with SATS, the Addictions Specialist notes employment information in the SATS record.

- Once the FIA Case Manager provides an 1177 on the employment, the Addictions Specialist records the number of customers who are in treatment or who completed treatment and are employed on the ADAA/FIA Monthly SATS Report.

Referral of Family Investment Customers to Family Services

The Family Investment Administration (FIA) and Social Services Administration (SSA) jointly developed the following referral process and guidelines for TCA and Food Stamp customers when the SATS Addictions Specialist identifies a substance abuse barrier.

I. Positive Screening at Application or Redetermination

- After the application or redetermination interview, the FIA Case Manager refers the individual to the SATS Addictions Specialist for screening using the **Substance Abuse Screening Referral (DHR/FIA 1177)** form.
 - When the Addictions Specialist identifies through screening and/or assessment that an individual has a substance abuse barrier and requires treatment, the Addictions Specialist completes a **Referral For Services (DHR/FIA 461) Attachment I**. The Addictions Specialist completes:
 - **The top section** – using the FIA office for LDSS location and the Addictions Specialist’s information where worker name and telephone number is requested
 - **Section I - Customer Information** – Questions #1 through #6 concerning the individual
 - **Section II - Referral Information** – #7 and #8, checks “Other (*Explain*)” and explains in “COMMENTS” that the individual is being referred because they are in need of substance abuse treatment.
 - The Addictions Specialist maintains a copy of the 461 form in the SATS case record and forwards the form to the Child Welfare Screener.
 - Upon receipt of the referral form, the Child Welfare Screener verifies if the applicant has an active Child Welfare or Family Services case through the Client Information System (CIS).
- A. If the individual has an active case** with Child Welfare or Family Services, within 10 days of the date of the referral (**in #6 of Section I**), the Child Welfare Screener:
- **Completes Section III - Social/Community Services** – #9 through #11
 - Returns the 461 form to the SATS Addictions Specialist and forwards a copy to the appropriate Child Welfare Case Manager.
- The SATS Addictions Specialist forwards the information to the FIA Case Manager within 5 days of the returned 461 form.
 - Follow existing local department procedures to coordinate a team meeting between the customer, FIA, Child Welfare, and Addictions staff to develop goals for the Independence Plan.

B. If the individual does not have an active case with Child Welfare or Family Services, within 10 days of the date of the referral (in #6 of Section I), the Child Welfare Screener:

- **Completes Section III - Social/Community Services** – #9 through #11
- Returns the 461 form to the SATS Addictions Specialist and forwards a copy to the Child Welfare voluntary services component, Family Services Intake Unit for review and disposition.
- Follows existing Social Service regulations and local department procedures for such referrals.
 - If a Social Services case is opened, follow procedures in A. above for coordinating a team plan.
 - If no Social Services case is opened, the SATS Addictions Specialist files the 461 in SATS record.

Note: When a local department convenes a team approach, and the team consists of the Addictions Specialist, FIA Case Manager, Child Welfare worker, and the customer, clinical decisions concerning the customer's treatment are made by the Addictions Specialist.

II. When an Individual is Sanctioned

- When a recipient of TCA or FS does not comply with SATS (ie. fails to enroll in appropriate and available treatment when referred by the Addictions Specialist), and has been through appropriate conciliation and notification procedures, the individual is sanctioned (needs removed from the benefit amount) and a third party payee is required for the remaining benefit paid to the children.
- The FIA Case Manager makes a referral to Family Services when the case is sanctioned. The FIA Case Manager completes a **Referral For Services (DHR/FIA 461) Attachment I**. The FIA Case Manager completes:
 - **The top section** – using the FIA office for LDSS location and the FIA Case Manager's information where worker name and telephone number is requested.
 - **Section I - Customer Information** – Questions #1 through #6 concerning the individual.
 - **Section II - Referral Information** – #7 and #8, checks "Other (*Explain*)" and explains in "COMMENTS" that the individual has been sanctioned and removed from the TCA benefit, and requesting that Family Services is offered.
- The FIA Case Manager maintains a copy of the 461 in the record and forwards the form to the Child Welfare Screener.
- Upon receipt of the referral form, the Child Welfare Screener verifies if the applicant has an active Child Welfare or Family Services case through the Client Information System (CIS).

A. If the individual has an active case with Child Welfare or Family Services, within 10 days of the date of the referral (**in #6 of Section I**), the Child Welfare Screener:

- **Completes Section III - Social/Community Services** – #9 through #11
 - Returns the 461 form to the FIA Case Manager and forwards a copy to the appropriate Child Welfare Case Manager.
- Follows existing Social Services and local department procedures to coordinate a team meeting between the customer, FIA, SSA, and Addictions staff to address substance abuse issues.

B. If the individual does not have an active case with Child Welfare or Family Services, within 10 days of the date of the referral (**in #6 of Section I**), the Child Welfare Screener:

- **Completes Section III - Social/Community Services** – #9 through #11
- Returns the 461 form to the FIA Case Manager and forwards a copy to the appropriate Family Services intake unit for review and disposition.
- Follows existing local department procedures for contacting individual to offer application for voluntary Family Services:
 - If the sanctioned individual accepts Family Services interventions, the FIA Case Manager **does not refer** the individual to work activities.
 - If the sanctioned individual does not accept the referral to Family Services, the FIA Case Manager **refers the individual** to the appropriate work program or work activity, and
 - if the individual fails to comply with the work referral or work activity, follow procedures for notification, conciliation and full family sanction for failure to meet work requirements.

Attachments:

Referral For Services form (DHR/FIA 461) Attachment I
Customers with an Active SSA case – Flow Chart Attachment II
Customers Not Active with SSA – Flow Chart Attachment III
Updated MCO Listing – Attachment IV

INQUIRIES: Please call Cynthia Davis at (410) 767-7495 with FIA policy questions, Steve Berry at (410) 767-7112 with SSA referral policy questions, and Robyn Lyles at (410)402-8645 with substance abuse clinical questions .

c: DHR Executive Staff
FIA Management Staff
Constituent Services
Help Desk
CTF

